



STATE OF ARKANSAS
**Department of Finance
and Administration**

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MEMORANDUM

To: Chief Fiscal Officers and Vice Presidents of Finance

From: Joe Giddis, Director
State Procurement

Date: February 14, 2003

Subject: Arkansas Agency Travel Card Program

The Arkansas Agency Travel Card Program is well on its way to full implementation. Thank you, all Travel Administrators and Managers, who have provided excellent support, as we implement a disciplined program to meet the needs of those employees who must travel as part of their position related requirements. From the State's and the contracting bank's perspective, this has been a smooth implementation.

There are a few cautions that you and your employees should be aware of when signing up and using any of the State travel cards. The cards are exclusively for **business related travel expenses** personal expenditures are not appropriate and should never be allowed. Employees who use any of the state travel cards for personal expenditures expose themselves to having their cards suspended or cancelled and possible disciplinary actions by their employing agency/institutions. Several business categories are blocked from use by state employees. Should an employee attempt to use any of the state travel cards in these establishments a declined report is generated which identifies the employee, card number, date, time, amount and establishment. Use of any of the State travel cards in these establishments provides grounds for revocation of the card and disciplinary action by the agency.

As we monitor the activity on the Arkansas Agency Travel Card program, we will inform Travel Administrators and Managers of suspected abuse of the card. We depend on administrators and managers to take appropriate disciplinary actions when warranted, to include requesting that cards be cancelled and whatever personnel actions are appropriate.

The program is off to a great start. We need to continue the positive progress.

CC:
Richard Weiss
Tim Leathers
DF&A Administrators
Travel Card Program Administrators/Managers